

## PROCEDURE FOR OBTAINING A BUILDING PERMIT

1. For a new house or structure, read copy of Land Use Ordinance for setback requirements, etc. In general, structures need to be 55' back from the center of the road and 25' away from side and rear property lines.
2. Driveway cuts on state roads require an approved DOT permit. Driveway cuts on town roads need permit from Town.
3. Submit Sub-Surface Waste Water Design (Form HHE200) to Plumbing Inspector for his approval.
4. Present HHE-200 along with a copy of your deed to the Code Enforcement Officer (CEO).
5. Fill out Building Permit Application and submit to CEO (30-day pending approval period is allowed).
6. After Building Permit is granted, CMP Certificate of Compliance 1190 (electrical hookup) needs to be filled out by the property owner and a copy of the 1360 form **signed by your electrician needs to be presented to the CEO before electrical service can be energized.**
7. An Occupancy Permit is required from the CEO prior to moving into the new residential or commercial structure.
8. Any outbuilding with a footprint of under 100 sq. ft. does require a Building Permit. However, there will be no charge for such permit.
9. Permit fees are based on the following and are subject to change:

### New Residential Construction

\$.12/sq ft for finished space  
\$.08/sq ft for unfinished space

### New Commercial Construction

\$.15/sq ft for finished space  
\$.11/sq ft for unfinished space

### Renovations

\$50.00 flat fee for minor renovations  
\$.09/sq ft for major renovations

### Renewals

½ the cost of the original building permit

### Fines

Anyone not obtaining a building permit will be charged double what the building fee would have been.

10. Commercial use may require a Change of Use Permit by the Planning Board.
11. New building lots require two acres of buildable land with 150' of Road frontage or a Deeded 50' right of way to a public road. Any existing lots of record (which may be smaller than two acres) may be built upon but must meet dimensional standards of current Land Use Ordinance. However, State Plumbing Code requires 20,000 sq. ft. for sub-surface wastewater disposal systems. Non-conforming lots of record prior to January 1, 1970 which have less than 20,000 Sq. Ft. may be built on provided that the plumbing inspector approves the lot ; and a SSWD/ HHE-200 septic system design can be obtained without any first time system variances.

